

CIVIL SERVICE

AS A

CAREER

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BY

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WHY THIS BOOK IS PUBLISHED NOW.

Never in the whole history of the United States have there been so many opportunities in the Civil Service of the Federal Government as there are at the present time. Never has there been such an insistent and apparently insatiable demand for more and more employees. Why? War. Just that one word is the answer—war. But it needs some explaining to make us realize the extent of the demand.

In the first place, a great many who were in the Government service when the war began have resigned to enter the army and navy. We are unable to secure any reliable estimate as to the number of these resignations, but the stars on the service flags of the various departments show thousands. Other thousands of regular army, navy, and reserve officers have been taken from their desks and assigned to active duty in the field or on the sea.

Then came the draft. Only a few Civil Service positions were excepted and thousands more were taken from the civil list. All these causes and others are still operating to make vacancies—more vacancies than have ever been known in the same length of time.

At the very time the war caused the classified service to lose such a large percentage of its employees the war also caused the most unheard-of increase in the amount of work to be done and therefore created an immediate demand for more and ever more employees. The work goes on increasing in volume day by day; thousands of new Government employees are appointed, and still there seems no decrease in the demand for help.

Not only have the regular departments nearly all experienced a most remarkable growth, especially the War

and Navy Departments, but new branches have been created almost overnight and require thousands of workers. For example, the Food and the Fuel Administrations, the Shipping Board, the War Risk and Insurance Bureau.

They say it takes six to eight men behind the lines to keep one soldier fighting at the front. That tells the whole story of the tremendous demand for civil workers of all kinds so that our constantly growing army and navy may be equipped, trained, supplied, and supported. In short, the Government needs help of all kinds; to fill its needs, it is paying larger salaries and offering other inducements to men and women to give up private employment and enter the Civil Service.

After the War.

It is really surprising how many men and women have entered the Government service "for the period of the war" only. Their reasons for intending to resign when peace comes are many and varied. These resignations are likely to cause many vacancies at the beginning of the period of reconstruction which will immediately follow the war and probably last for years. This is not the place for speculation as to the world changes which are likely to take place, but it is proper to mention a few things which seem to indicate that there will be no material reduction in the number of Civil Service employees when the world is finally pronounced safe for civilization.

First of all, it will probably be as great a task to muster out and return to civil life our millions of soldiers as it has been to enroll this great army. That great organization, the War Risk and Insurance Bureau, must continue its work indefinitely, because this soldier and sailor insurance is intended to take the place of pensions, and the Government is still paying pensions as a result of the Mexican War of 1846. It is not expected that maimed and crippled soldiers will be discharged

until everything possible has been done for them, including probably training for new occupations.

The United States has made contracts for war supplies running into the billions. Many manufacturing plants have been taken over and many others erected. An immense amount of work will be involved in settling up these affairs and disposing of the quantities of supplies and munitions remaining unused. No one can safely predict what the future holds in store with reference to Government control, management and ownership of the railroads, telegraph, telephone, and express companies. The Federal Government has all of these in charge now, and there are many who believe that there will never be a return to the conditions existing before the war. The annual reports of the Postmaster General have for several years advocated the operation of telegraph and telephone lines as part of the Postal System. The express business can easily be handled as a greater Parcels Post. If the railroads come under Civil Service rules, it will more than double the number of classified employees.

The work of the Shipping Board will not be finished when peace comes, even if by then the tonnage sunk by submarines has been replaced, because the world will need more ships than ever before, and the United States will strive to regain and hold its former place on the seas.

Beyond our own borders there are problems of reconstruction and rebuilding which make the readjustments needed here mere trifles by comparison. Think of what must be done to restore to peace and civilization devastated and war-torn Belgium, France, Serbia, and other countries. Consider the vastness of the undertaking to bring order out of the Russian chaos. We shall be vitally concerned in this work of healing the war wounds of the world and our help as a Government will be needed for years.

Without going any further in our consideration of after-the-war conditions, it appears to be a safe conclu-

sion that the Civil Service of the United States will offer great opportunities as a career.

Few Know What Civil Service Really Means.

Our investigations show that comparatively few persons have a correct and definite understanding of just what "Civil Service" means. It, therefore, seems best to begin with a simple if somewhat detailed explanation of the National Civil Service Law and the system of examinations held under the United States Civil Service Commission.

We have read and examined many books on Civil Service, but have found the series of pamphlets published by the Women's Auxiliary of the Massachusetts Civil Service Reform Association the most useful for our present purposes. We wish to make grateful acknowledgment to them for the liberal extracts we are making from their two booklets, "The Civil Service and the Merit System" and "The Civil Service, the Merit System, the Spoils System"

What Is the Civil Service?

In the first place, what is the Civil Service? It is a part, and a very important part, of the Government, and consists of a large number of persons who do certain kinds of public work and are paid for it by the citizens of the country, state, or city in which the work is done.

The Military Service, as we all know, is made up chiefly of the soldiers who fight our battles when we are so unfortunate as to have on hand a war.

The Naval Service includes the people who go out in ships of war to fight for us on water.

The Legislative Service is made up of the men who frame our laws and plan the business management of our affairs as a country.

The Civil Service is made up of persons who are not soldiers or law-makers, but who perform hundred of

duties that add to the daily comfort and convenience of every one living under the Government. Our mail-carriers, our policemen, our firemen, our lighthouse-keepers, the men who inspect our steamships, the book-keepers who keep the public accounts, nearly all the people connected with the United States Mint, to take only a few examples, belong to the Civil Service.

What is the Spoils System?

Our early Presidents, Washington and Adams and Jefferson, tried never to turn out a public servant who was behaving himself and doing his work as it should be done. When the country grew larger and more and more work was to be done for the public, and there were more and more places to be filled, a different feeling grew up among the men whose business it was to choose the public servants. They could not know each one of them personally, and they became more and more influenced by political motives. When President Jackson was elected he said very plainly that he thought it right to turn out of their places people who had voted against the President and his party to make room for those who had voted in favor of them. This idea soon became firmly fixed in the minds of politicians. They found it convenient to be able to promise good positions to men who would themselves vote and get their friends to vote for the party they wished to have in power. It was cheaper for them to buy votes in this way than with actual money. And also they could threaten men already occupying Civil Service positions with the loss of their places if they refused to try and get votes for the party or to give money for political purposes.

All this, of course, was most unfair, and the persons who got positions in the Civil Service were often tempted to feel that it was hardly worth while to do their duty when the excellence of their work had nothing to do with keeping them in their places. Instead of thinking about their work they thought about getting what

they called a "pull" with the important people belonging to their party, and whenever the time came for a new election they were frightened and anxious lest they should be turned out.

Civil Service Reform.

Soon after the end of the Civil War a few men who were called "Civil Service Reformers" realized how foolish and wrong this whole arrangement was. They saw that on account of political influence two or three people were employed to do the work which one man could do easily alone, and that unnecessary places were created in the service so that a salary could be paid to some one who had done political work, and that in many other ways the money paid by the people was wasted and put to wrong uses; also that the work was not nearly as well done as it ought to be, and that beside the honest men who held public places there were a great many rogues and idlers who did not begin to earn their salaries.

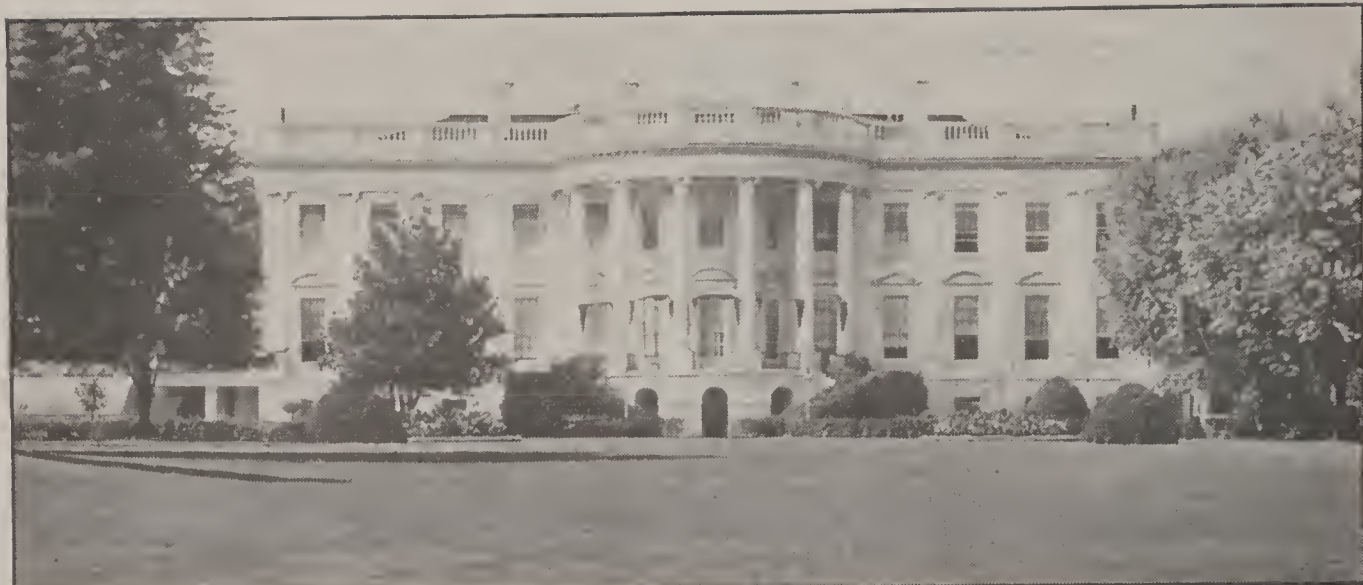
There was not much attention paid to the Civil Service Reformers, however, until President Garfield was murdered by a man who wanted a political appointment and was disappointed in getting it. This tragedy made the whole public think about the system that had grown up of office-getting and office-giving, and it was soon decided that some fairer and more sensible way of choosing public servants must be found.

The National Civil Service Law.

This proved the turning point. At the next session of Congress bills were introduced for the establishment of the merit system, and a law was passed in January, 1883. It was entitled "An Act to Regulate and Improve the Civil Service of the United States." The object of the law was to secure appointment and promotion in the service for fitness. For this purpose appointments were to be made from those graded highest as the results of open competitive examinations, the appointments being



THE CAPITOL ROTUNDA.—EAST VIEW.



THE WHITE HOUSE,—UPPER, SOUTH VIEW, LOWER, EAST VIEW,

made final only after a period of probation or trial. This system was to be extended throughout the service as fast and as far as the President should direct. When any part of the service was to be brought under the system, it was to be arranged in classes by order of the President; hence the term "Classified Service" means, under the law, the part of the service in which the merit system is applied. Within the classified service, the examinations for appointment and for promotion are chiefly competitive; that is to say, a list, called an "eligible list," is made of all applicants passing a fixed grade, in the order of their standing, and a selection is made by the appointing officer from the three highest on this list. This selection is for the period of probation or trial, six months, at the end of which term, if his conduct and capacity are satisfactory, the probationer is absolutely appointed; if not, he is discharged. Non-competitive examinations are held according to the rules laid down by the President. In these all applicants passing a fixed grade are eligible to appointment without regard to their relative standing. The rule as to probation is the same as in the other cases. The law requires that all "examinations shall be practical in their character, and as far as may be shall relate to those matters which will fairly test the relative capacity and fitness of the persons examined to discharge the duties of the service into which they seek to be appointed." Close attention is paid to this requirement. In the first place, weight is given to the experience of the candidates in the kind of work they seek, when such experience can definitely be known. Then each class is tested as to the knowledge and skill particularly needed. For clerks and accountants, weight is given to accuracy and quickness in figures, to clearness and rapidity in writing, and to familiarity with the principles and methods of bookkeeping. Examinations are generally for entrance to the lower grades of the service, and actual excellence in the performance of work counts in promotion. For places requiring special knowledge, trained examiners are employed. In all cases the exam-

iners are selected from those who are well informed as to the work to be done. The application of this law is to be carried out and watched by a Commission known as the United States Civil Service Commission, made up of three members, appointed by the President with the advice and consent of the Senate. This Commission aids the President in the formation of the rules under the law, and, with the aid of examiners, sets and conducts the examinations. All appointing officers are required to report to it all changes in the classified service, of which the Commission keeps a full record, as well as of its own examinations and other proceedings. All officers of the service are required to aid in the performance of the duties of the Commission.

By the rules, which have the force of law, no question can be asked of candidates for appointment as to their political or religious opinions; no disclosures of such opinions can be considered; no change of rank or pay can be made because of such opinions. Under the spoils system, the officeholder got his place from his party and was taxed heavily by his party managers. The law puts a stop to that; it holds the officer bound only to earn his pay by honest work, and free to spend it as he chooses. The law further holds him without fear of harm or hope whole people of the United States. It aims to put the people and those who work for them on the same footing that is maintained in honorable private business between employers and employed.

How Appointments and Promotions Are Made.

After a candidate has passed his examination successfully his name will be placed on a list, at the head if he has passed highest, at the foot if he has passed lowest, or elsewhere according to the marks he has received. If he is among the highest three on the list he stands a good chance of being chosen, as the first three names are sent to the person at the head of the department in which he wishes to work, and any one of these may be selected by him.

Once appointed, there is, of course, opportunity of promotion for those who have done their work well.

Why the Merit System Is Best.

There are many more things to learn about the Civil Service and about this method (called the Merit System) of choosing people to do its work; but it is easy to see from even this slight explanation that it is an improvement on the old way of getting the public work done. The public money is not so easily wasted, there is a better chance of getting people who understand the work, and those who are appointed are reasonably sure of not being turned out for political reasons, but only if they do not do their duty. The Merit System is democratic and gives every person the opportunity to get a place in the public service if he is fitted for it; it helps the public servants to be honest and faithful and to do their duty to the country, without fear or favor of any political "boss"; it gives to the people the very best possible service at the least cost; but, most of all, because it prevents the places in the public service from being used to BRIBE and corrupt the citizens and voters of the Republic.

Clearly it is best that the Merit System should be applied to all that portion of the Civil Service in which the duties are of a business nature and in which the office-holders are not called on to fix the policy of the Government. There is no Democratic or Republican way of being honest and industrious and intelligent which all Americans may not use. To these qualities in their service the people have a right, and no party can claim a monopoly of them. Much remains to be done to complete the work so well begun. The men in all parties who look on public employment, not as a trust, but as the spoils of party victory, resist all advance and seek to undo what has been done. They cannot succeed if the true nature of the Merit System is understood, its honesty and fairness, its high utility, and its fidelity to

the fundamental principle of the free institutions of the American Republic.

Are Civil Service Positions Desirable?

In answering this question, we must remember that Civil Service positions cover almost every occupation. Let us consider the various elements that go to make any occupation desirable and see how far the Civil Service meets these requirements.

The first consideration with most people is the possibility of securing employment at all. If you cannot get the job, it does not matter much to you whether it is worth while or not. As we shall see later, it is really rather easy to secure a Civil Service position, and this without long or expensive training.

Granted that you can secure a certain position, the next question is, "How much does it pay?" In the first place, it is safe to say that Government work as a general rule pays the beginner better than almost any other employment. This is especially true of the clerical positions, and these are in the great majority. When we say that clerical work is better paid under the Government than in private business, we mean in ordinary times. Under war conditions the difference is very much greater in favor of the Civil Service.

Another thing in favor of Government work is that it is steady. Your pay goes on every day in the week and every week in the year, regardless of general business conditions. On the other hand, in private employment there are good times and hard times, panics and strikes and other things which cut down the annual earnings of those who may be paid more per day than the Government employee.

Another element to be considered in the choice of an occupation is the number of years you can reasonably expect to continue at the work. You should ask yourself whether conditions in the occupation are likely to change so that there will not be sufficient employment for all

the workers in that line, and also whether there are other elements which may cut down the worker's years of profitable employment. These questions can both be answered favorably to Civil Service. We all know that the Government business will last longer than any of us, and those who have given even a little study to the matter can see that the tendency is for the quantity of Government work to increase both by the growth of the country, and by the National, State, and City Governments constantly enlarging their functions. Therefore anyone considering the Civil Service as a career need not hesitate for fear that there will not be enough work for him as long as he wants to work.

Closely connected with the question we have just been considering are the questions of health and safety in any occupation. As to both, we can safely say that conditions are naturally better under Government supervision than in the ordinary private employment. There may be Civil Service positions which are to be classed as dangerous, though we do not think of any, but we have a right to expect the working conditions to be better than in the same occupation under a private employer.

The healthfulness of an occupation depends more than we are apt to realize on the hours and working conditions. Government hours are generally short. In the Federal service at Washington nearly all employees work only seven hours a day. Longer hours can be required in an emergency, but they are the exception. No one can expect better light, air, and general sanitary conditions than are to be found in Government offices. Another advantage which the Civil Service employee enjoys to a much greater extent than those who are working for private concerns, is the greater liberality of vacations, especially vacations with pay. The Departmental Service of the National Government offers special attractions in this respect, as the rule is thirty days' paid vacations each year (longer in the Philippine service) and also thirty days' sick leave with pay if needed.

Promotions in the Civil Service are not hard to secure.

In fact, we believe that the man who really tries to do his best, who works harder than he has to, just to hold his job, has just as good or a better chance for rapid promotion than he would have with a corporation. In addition to the promotions which can be secured in the Government service, we must consider the many opportunities a Government position affords to secure a training that will prepare for big things in private life. Cases of this kind are seen very frequently. A man secures a position in Washington, we will say; he studies some profession for which there are exceptional opportunities in the colleges and universities of the Capital, or he develops out-of-the-ordinary ability as an executive, or he becomes a specialist in the line of work he is doing for the Government, and the first thing his friends know he has resigned and is drawing a big salary from some corporation.

The man who is ambitious always makes his employment a stepping-stone to success. He is forever preparing himself to move up a notch in the ladder of his career—to fit himself for something bigger, something better. No other field of endeavor holds forth greater opportunities for this than the Government service.

There are thousands of ambitious young men in the Government Civil Service whose purpose is to hold their positions but a few years, then enter private life, having worked out their ends. Some of these want a college education, some seek political honors, others look to the broad and lucrative field of business, and still others adopt a professional career. These young men represent new blood, fresh vigor, renewed activity, original ideas, strong hopes and high ambitions. Their influence is good and wholesome. They come and go among their official associates, impressing them with the manly vigor of their energy. Every year sees an influx of these young men, and a corresponding outpouring into private life.

These young men are doubly gainers. They not only accomplish their purpose, but while doing so they gain a knowledge of Government at first hand that will al-

ways be valuable to them. When they enter private life they carry with them a remembrance of the problems of administration and their acquaintances therewith will always prove an incentive to keep a true interest in things relating to this big, broad country and its people.

The history of our country of late years has been made by men who started in humble positions under the Government. Ex-President Roosevelt started as a clerk at the New York Custom House; the late Senator Platt was once a stenographer under the Government. Former Secretary Cortelyou was a stenographer in the Post-Office at \$840 a year. Postmaster General Hitchcock was a subordinate clerk in the same department. Collector Loeb of the port of New York was a stenographer. Mr. A. E. Lamborne, president of the Texas & Southwestern Railroad, was once a railway mail clerk; and thousands of other prominent men who have made a huge success of life can be named who used the Civil Service as their first stepping-stone.

One more consideration, which is seldom given sufficient weight in determining the choice of a career, is the social standing which the occupation carries with it. When a choice has been made without considering this element, and a man finds that others who are really less capable and are probably earning smaller incomes stand higher in the community than he does, he is then, too, likely to give undue weight to this element when it is too late to make a change without great sacrifice. There is no doubt to be dispelled on this score in the Civil Service. A Government position carries with it a certain standing and dignity which does not attach to the same work outside of the Government. Closely allied to this is the question of social surroundings and acquaintances. Civil Service employees being all selected through the same means, are more likely to be congenial both at their work and on the outside.

Much more might be said on the subject of the desirability of Government work, but we believe this is enough to justify our conclusion that the average Amer-

ican who can secure a Civil Service appointment is to be congratulated.

The United States Civil Service.

We have concluded that the best way to present the opportunities that exist in the Federal Civil Service is to use as far as possible the official publications of the U. S. Civil Service Commission. This method of presentation seems particularly desirable at the present time because the "Manual of Examinations," from which we shall quote very freely, has not been issued since January, 1917, and the extremely valuable information usually contained in its semi-annual issues is not accessible to the public.

It must be remembered by our readers that minor changes of various kinds have been quite numerous since we entered the great war, and it is always advisable to make sure your information about a particular examination is up to date and correct before making any preparation to take that examination.

The war has caused an immense increase in the number of Civil Service positions and a greater increase in the number of appointments made. It is necessary not only to find competent employees for the newly created positions, but also to fill the thousands of vacancies due to war conditions. It has already been explained why the coming end of the war is not likely to injuriously affect any Civil Service employee or to make the Civil Service less desirable as a career. This has had a profound effect on the attitude of the Civil Service Commission itself. Before the war, when there were more qualified applicants than positions available, the Commission could pick and choose only the very best. But now, when there are more positions than people to fill them, the Commission has become a very active employment agency for the whole Government service.

You should keep these changed conditions in mind while reading the following pages and try to realize that



STATE, WAR AND NAVY DEPARTMENTS.



CONGRESSIONAL LIBRARY LOBBY.

even though no official announcement has been made of changes in the rules, there is certainly a changed attitude. The Civil Service Commission wants to get you in the service if you are competent.

We now begin our extracts from the official publications of the United States Civil Service Commission.

Scope of the Civil Service Law.

January 16, 1883, Congress passed what is known as the "Civil Service Law." This act established the United States Civil Service Commission, to be composed of three members, not more than two of whom shall be adherents of the same political party. The act itself is a mere outline of its purpose, but for its amplification it provides for rules to be promulgated by the President, such rules to be equally binding with the statute upon the heads of departments and offices, as well as upon the Commission. The fundamental purpose of the law and rules is to establish, in the parts of the service within their provisions, a merit system whereby selection for appointment shall be made upon the basis of demonstrated relative fitness, without regard to political or religious considerations. To carry out this purpose a plan of competitive examinations is prescribed.

The term "Classified Service" indicates the parts of the service within the provisions of the Civil Service law and rules requiring appointments therein to be made upon examination and certification by the Commission, unless especially excepted from competition; the term "Unclassified Service" indicates the parts of the service which are not within those provisions, and therefore in which appointments may be made without examination and certification by the Commission.

The Civil Service law and rules do not give to the Commission any power of appointment and removal; that power is left where it was prior to such law, namely, in the President and the heads of departments. Upon the requisition of an appointing officer the Commission

provides eligibles secured as the result of competitive examination; from the eligibles thus provided the appointing officer makes selection and appointment. When the Commission certifies three eligibles for any particular position, the appointing officer has absolute discretion in making selection and appointment from such eligibles, except that the rules require that selection shall be made without regard to political or religious considerations. When certification is made the Commission's duty ends so far as an appointment is concerned, except, of course, that it is charged with investigating and reporting any irregularity of appointment or removal. However, the person standing highest on the list is almost always appointed first.

A vacancy in the classified service may be filled either by original appointment upon examination and certification by the Commission, as explained, or by transfer or promotion from certain other positions in the classified service, or by reinstatement.

Extent of the Classified Civil Service.

"The classified service shall include all officers and employees in the executive Civil Service of the United States, heretofore or hereafter appointed or employed, in position now existing or hereafter to be created, of whatever function or designation, whether compensated by a fixed salary or otherwise, except persons employed merely as laborers and persons whose appointments are subject to confirmation by the Senate." * * * (Civil Service Rule II, clause 1.)

Included in the classified service are positions in or under the departments and offices at Washington, D. C., the Custodian Service, the Customs Service, the Engineer Department at Large, the Freedmen's Hospital, the Forest Service, the Government Printing Office, the Immigration Service, the Indian Irrigation and Allotment Service, the Indian Service, the Internal Revenue Service, the Land Office Service, the Lighthouse Service, the Mint and Assay Service, the National Military Park

Service, the Navy Yard Service, the Ordnance Department at Large, the Panama Canal Service, the Post-Office Service, the Public Health Service, the Quartermaster Corps, the Reclamation Service, the Rural Delivery Service, the Railway Mail Service, St. Elizabeth's Hospital, the Steamboat Inspection Service, the Sub-treasury Service, the United States Penitentiary Service; and the position of Fourth-Class Postmaster, except in Alaska, Canal Zone, Guam, Hawaii, Philippine Islands, Porto Rico, and Samoa.

Under Civil Service Rule II, clause 3, certain positions in the classified service are excepted from examination. A list of these positions will be found in Section 324 of the Manual.

All positions in the classified service except those mentioned in the section referred to in the preceding paragraph, if not filled by reinstatement, transfer, or promotion, must be filled as the result of open competitive examination held under the provisions of the Civil Service law.

Departmental Service and Field Service.

The term "Departmental Service" refers to positions in the departments and independent offices at Washington, D. C. The term "Field Service" refers to positions in branches outside of Washington, D. C., and to local branches in Washington, D. C. Local branches are such as the City Post-Office, the Custom House, the Navy Yard, the Engineer Department at Large, etc. Such branches in the District of Columbia, as elsewhere, are in the Field Service, while their respective departmental headquarters are in the Departmental Service.

Positions under the government of the District of Columbia are not a part of the Federal service.

Examinations and Appointments.

Examinations for the Departmental Service are held in every State and Territory. For the Field Service examinations usually are held at or near the places of

employment. Examinations as a rule are not held for a particular department or office, but for the purpose of establishing registers from which appointments may be made to any department or office. From most examinations appointments may be made not only to a particular class of positions, but to any position requiring the qualifications tested.

Appointments are made through examination and certification by the Commission to competitive classified positions in the Federal service, both at Washington, D. C., and in the country at large.

Appointments to Federal positions in Porto Rico, Hawaii, and the Canal Zone are made on the same basis as those in the States. So far as is practicable the same system is applied to Federal positions in Alaska.

With the exception of a very few Federal positions in the Philippines, appointments to Government positions in those islands are made in accordance with the Philippine Civil Service act, but the United States Commission holds such examinations as the Philippine Civil Service Board may request. Civil positions in the military division of the Philippines, and similar positions under the United States naval authorities in the Philippines, are not in the Philippine Civil Service, but are in the Civil Service of the United States. The positions referred to include those under the staff officers of the Philippine Division of the Army, and under the commandants of the United States Naval Stations at Cavite and Olongapo. The Bureau of Civil Service at Manila is authorized to receive applications for admission to the Federal Civil Service in the Philippine Islands, to hold examinations, and to certify eligibles for appointment to Federal positions.

Civil Service Districts.

The Commission has established twelve Civil Service districts for convenience in holding examinations and making certifications for filling vacancies occurring in certain field positions, which comprise—

(a) Positions in classified post offices (except rural carrier), customs districts, internal-revenue districts, Subtreasury Service, Mint and Assay Service, Navy-Yard Service (except certain technical positions, and Custodian Service.

(b) The following positions in all field branches (except the Quartermaster Corps), including the Forest, Immigration, Indian, Lighthouse, Public Health, and Steamboat Inspection Services; the Engineer and Ordnance Departments at large; the Weather Bureau; and the Bureaus of Animal Industry, Mines and Standards, etc.:

Bookkeeper.

Clerical.

Minor clerical.

Subclerical.

Stenographer.

Typewriter.

Stenographer and typewriter.

Telephone operator.

Elevator conductor.

Messenger boy.

Mechanical trades and similar noneducational positions (except Indian Service and other services for which regulations provide otherwise).

Unskilled laborer (where labor regulations are in force).

(c) The following positions in certain field branches:

Field Clerk and Mechanical Draftsman, Reclamation Service.

Forest Clerk and Computing Clerk, Forest Service.

Laboratory Helper and Junior Aid, Forest Products Laboratory, Madison, Wis.

Junior Laboratory Helper, Bureau of Standards.

Matron, Matron - Interpreter, Messenger - Interpreter, and Guard, Immigration Service.

Mechanical Draftsman, Bureau of Mines.

Packer, Indian Warehouses.

Law Clerk-Stenographer-Typewriter, Department of Justice.

Book Sewer, United States Military Academy.

Mechanician, Medical Supply Depots.

Mechanical Draftsman, Apprentice Draftsman, and Apprentice, Ordnance Department at Large.

Minor or Copyist Draftsman, and Apprentice Draftsman, Engineer Department at Large.

In the Quartermaster Corps: Messenger, Stenographer, Watchman, and the following non-educational positions: Positions in the Harbor-Boat Service, Engineer, Forester, Gardener, Janitor, Packer (at Depots), Rodman, Warehouseman, and Wheelwright.

Minor positions in the Public Health Service, paying more than \$50 a month.

Additional positions may be included in the district system when such action is deemed practicable and desirable.

Each district is in charge of a District Secretary, who announces and holds examinations and establishes eligible registers for the positions enumerated above.

Information in regard to examinations for any of the services or positions mentioned in this section may be secured by addressing the Secretary of the Board of Examiners at the headquarters of the Civil Service district in which employment is desired.

Positions of the same kind as all the above, or at least positions requiring the same or similar qualifications, are also to be found in the Departmental Service. The foregoing enumeration shows the extent of the Field Service.

Who Can Secure a Civil Service Position.

As a general rule any citizen of the United States who can pass the entrance examination is eligible for any Civil Service position, but there are certain rules of eligibility and disqualification, some of them applying to all positions, which we will now consider.

Age Limitations.—When age limitations are prescribed, as is the case for many positions, an applicant will be admitted to examination if on the date of the examination he has reached or passed a certain prescribed age and is under a certain prescribed age. For example, when the period of eligibility to examination is from the age of 20 to the age of 40 years, he will be admitted to examination if on the date thereof he has reached his twentieth birthday, and he will not be admitted to examination if on the date thereof he has reached his fortieth birthday. Age limitations, however, do not apply to applicants allowed preference in appointment under Section 1754, Revised Statutes, as will be explained later in discussing "Preference in Appointment."

Age limitations apply to entrance examinations only and do not mean that an employee must leave the Government service at any certain age. The Civil Service has no retirement law or rules like the Army and Navy.

Physical Condition of Applicants.—The following defects will debar persons from any examination: Insanity, tuberculosis, paralysis, epilepsy, seriously defective sight of both eyes which cannot be corrected by glasses, loss of both arms or both legs, loss of arm and leg, badly crippled or deformed hands, arms, feet or legs, uncompensated valvular disease of the heart, locomotor ataxia, cancer, Bright's disease, diabetes. Defective hearing will also debar from examination if the duties of the position are such that the defective hearing of the employee would be likely to result in injury to himself or his fellow workers, or would otherwise impair his efficiency. Applicants who have heart disease must submit certificates from two physicians. If the defect is not fully compensated the application will be disapproved.

Form 1786, containing a list of examinations to which deaf mutes will be admitted, will be sent upon request to the Commission.

Persons Who May Not Be Examined.—The Commission is authorized to exclude from any examination a person—

(a) Who is not a citizen of or does not owe allegiance to the United States.

(b) Who is on the date of examination under the minimum or over the maximum age limit prescribed for the examination for which he applies.

(c) Who is physically disqualified for the service which he seeks.

(d) Who is addicted to the habitual use of intoxicating beverages to excess, or to the use of opius, morphine or other narcotic drugs.

(e) Who has within nine months passed in an examination for the same position or for any position covered

by the same examination for which it is desired to again apply.

(f) Who has been dismissed from the public service for delinquency or misconduct within one year preceding the date of his application. Whether an application will be accepted after the expiration of a year from a person dismissed from the service rests with the Commission, and each case of this character will be considered on its individual merits.

(g) Who has failed after probation to receive absolute appointment to the position for which he again applies within one year from the date of the expiration of his probationary service. If the application is made after the expiration of a year, the circumstances which resulted in the failure of absolute appointment will determine whether or not the application will be accepted.

(h) Who has made a false statement in his application, or has been guilty of fraud or deceit in any manner connected with his application or examination, or has been guilty of crime or infamous or notoriously disgraceful conduct.

(i) Who has been dishonorably discharged from the United States Army, Navy, or Marine Corps.

Citizenship.—All applicants must make oath in their applications to their citizenship or allegiance. In the case of a foreign-born person who claims United States citizenship, such citizenship must be fully proved.

In some cases citizens of countries allied with the United States are now permitted to take the examinations.

Applicant for More Than One Examination.—A person may at the same time be an applicant for as many different examinations as desired, upon filing the proper applications therefor, provided that only one kind of examination may be taken on a given date.

A person may take as many different examinations held by the Commission on different dates as he wishes, provided he meets the requirements in each case, and as a result of such examinations he may at the same time

be eligible for appointment to several positions in the same branch or in different branches of the service.

How to Select an Examination.

It is hoped that the following pages describing a few of the examinations which are held by the United States Civil Service Commission will assist the reader to make a wise choice of a Government position. It is obvious that the first step is to compare your general educational qualifications with description of the grade subjects, first, second, and third, beginning on page 26, to see how high a basis examination you should be able to pass. Then examine the several groups of positions which are arranged according to the grade of the basis examinations, and select one or more for which your special education or training and experience fit you. In most cases, detailed information can be obtained from the Commission, but unfortunately oftentimes this information is not given out until just before the examination.

It is not possible to lay down any simple easy rules for selecting an examination. The Civil Service is necessarily a vast complicated machine. Constant changes are taking place in the requirements for different positions, the subjects of the examinations and the salaries paid. For most applicants considerable time and study must be given the matter before any right choice can be made. The only short cut is to secure the advice of an expert who has made a long special study of all these questions. There are a few Civil Service schools which offer such service to their students, and at least one which gives free advice about the selection of an examination to anyone interested, without requiring the person seeking assistance to become a student.

Description of Examinations.

The Manual, to which we have referred and from which several pages have been quoted, describes quite

a number of examinations. Pamphlets can also be obtained from any of the twelve Civil Service districts which contain information about the post-office and other Field Service positions. The Commission also holds examinations of many kinds, especially those requiring technical or scientific training, concerning which it does not give out any information until a special examination is called.

The great majority of appointments are made from a few examinations, and as the readers of this book are more likely to be interested in these basic examinations, as they are called, they will now be described, using the language of the latest Manual so far as possible.

Grade Subjects.—The general scholastic subjects of many examinations, such as spelling, arithmetic, letter writing, and copying, are of three grades or degrees of difficulty, known as first, second, and third grades, the first grade being the most difficult and the third grade the least difficult. These subjects are designated under the different examinations as “grade subjects.”

Relative Weights and Method of Determining Average Percentage.—The different subjects in each examination are given relative weights according to their importance. These weights represent the value of each subject in the whole examination. The method of obtaining the average percentage of an examination is as follows: Multiply the rating obtained in each subject by the relative weight of that subject, add the products, and divide the sum of the products by the sum of the relative weights. The quotient thus obtained will be the average percentage for that examination.

First-Grade Subjects.—1. Spelling: Twenty words of more than average difficulty. 2. Arithmetic: Fundamental rules, common and decimal fractions, weights and measures, percentage, interest, discount, commission, custom-house business, stocks and bonds, partnership, analysis, and statement of simple accounts. 3. Penmanship: Rated on legibility, rapidity, neatness, and general appearance. 4. Letter Writing: Test in the

use of the English language for business correspondence. 5. Copying and Correcting Manuscript: Test in making a smooth, corrected copy of a draft of manuscript which includes erasures, misspelled words, errors in syntax, etc.

Second-Grade Subjects.—1. Spelling: Twenty words of average difficulty in common use. 2. Arithmetic: Embraces addition, subtraction, multiplication, and division of whole numbers, and common and decimal fractions, and the ordinary weights and measures. 3. Letter Writing: Test in the use of the English language for business correspondence. 4. Penmanship: Marked on legibility, rapidity, neatness, and general appearance. 5. Copying from Plain Copy: An exact copy of a few printed lines, in competitor's handwriting. 6. Geography: Questions relating to the boundaries of States and to capitals, largest cities, rivers and other bodies of water, and the location by States of prominent cities.

Third-Grade Subjects.—1. Spelling: Twenty simple words in ordinary use. 2. Arithmetic: Embraces addition, subtraction, multiplication, and division of whole numbers and of United States money. 3. Letter Writing: Test in the use of the English language for business correspondence. 4. Penmanship: Marked on legibility, rapidity, neatness, and general appearance. 5. Copying from Plain Copy: An exact copy of a few printed lines, in competitor's handwriting.

FIRST GRADE AND SPECIAL SUBJECTS.

Assistant Observer, Weather Bureau (formerly Observer Examination).—Age, 18 to 30 years; unmarried men only.

Subjects of examination and relative weights of subjects on a scale of 100; Meteorology (elementary), 15; Penmanship, 5; English Composition upon some Meteorological Subject, 25; Elementary Physics, 20; Mathematics, Arithmetic and Algebra, 20; Copying and Correcting Manuscript (first grade), 10; Geography of the United States (second grade), 5.

Seven questions are given in meteorology, seven in arithmetic, and seven in algebra, and the competitor is required to answer five in each. The scope of the subject of elementary physics is equivalent to that covered in a high school course of one year.

The subject of mathematics includes questions in arithmetic similar in scope to those of the first grade, and elementary algebra through quadratics.

Editorial Clerk, Departmental Service.—Age, 20 years or over; men and women admitted.

Subjects of examination (first grade), also Editing, Abstracting, Proof Reading and Bookmaking, practical questions; Proof Reading, practical test, and Indexing.

Fish Culturist, Bureau of Fisheries.—Age, 20 to 45 years; men only; county officer's certificate not required.

Practical questions in Fish Culture, Aquatic Biology, and Physics, Training and Experience. Under the subject of Training and Experience, credit will be given for experience in practical fish culture and for a college course in actual biology.

From the register of eligibles resulting from this examination certification will be made to fill vacancies as they may occur in the Bureau of Fisheries, Department of Commerce, in the following positions: Fish Culturist at Large; Fish Culturist; Assistant Messenger, Car Service; Messenger, Car Service; and Foreman of Station.

The register of eligibles resulting from the Fish Culturist examination may also be used for filling vacancies in the position of Apprentice Fish Culturist when the department so desires and when there are eligibles willing to accept appointment at the salary of apprentices.

Persons appointed as a result of the Fish Culturist examination are, after satisfactory service, eligible to promotion without further examination to the following positions in the Bureau of Fisheries: Car Captain, Superintendent of Station, and Field Superintendent.

Forest and Field Clerk.—Age, 18 years or over, but eligibles who were more than 40 years of age on the day of examination will not be certified for filling vacancies in the position of Forest Clerk; men and women admitted, but women will not be employed as Forest Clerks. Applications will not be accepted from persons who have tuberculosis or other serious physical defect. Applicants must show in their applications that they have had at least one year's actual experience in clerical work in a business office.

Subjects of examination first grade, also Stenography, Copying from Rough Draft (typewriting), Copying from Plain Copy (typewriting).

Immigrant Inspector, Immigration Service.—Age, 20 to 55 years; men only.

From this examination the positions of Immigrant Inspector and Chinese Inspector will be filled.

Subjects of examination: Spelling, Arithmetic, Penmanship,

Report Writing (first grade), Copying from Plain Copy (second grade), Practical questions in the Immigration and Chinese Exclusion Laws and Regulations, Training and Experience.

It is desired to appoint to these positions persons who have had practical experience in handling and dealing with the public and who have had experience in positions of responsibility where they were required to exercise good judgment in emergencies.

Competitors who so request may also be examined in one or both of the optional subjects: (1) Stenography and Typewriting; (2) Interpreting one or more of the following languages: Arabic, Armenian, Assyrian (Aramaic), Bohemian, Bulgarian, Chinese, Croatian, Dalmatian, Danish, Dutch, Finnish, Flemish, French, German, Greek, Hebrew jargon (Yiddish), Herzegovinian, Hindu, Hungarian, Italian, Japanese, Lithuanian, Montenegrin, Magyar, Norwegian, Persian, Polish, Portuguese, Roumanian, Russian, Ruthenian, Servian, Slovak, Slovenian (Wendish), Slovenish (Kranish), Spanish, Swedish, Syrian, Syrian (Aramaic), Turkish, Yiddish (Hebrew jargon).

Law Clerk=Stenographer=Typewriter.—Age, 22 to 40 years; but no person who is under 27 years of age will be certified to the position of naturalization examiner, and no person who is under 24 years of age will be certified for appointment to a position in the Field Service. Men only admitted.

From the list of eligibles resulting from this examination appointments will be made to the position of clerk, qualified in law, stenography, and typewriting, and to the position of naturalization examiner in the Department of Labor. This examination supersedes the examination for naturalization examiner.

Subjects of examination: Stenography, Copying and Spacing (typewriting), Copying from Rough Draft (typewriting), Copying from Plain Copy (typewriting), Penmanship, Report Writing (first grade), Arithmetic (first grade), Spelling (first grade), Copying and Correcting Manuscript (first grade), Law.

These positions offer opportunities for advancement in work and salary in the Bureau of Naturalization at Washington, and from there by transfer to field positions where an exceptionally fine opportunity exists for acquiring experience and knowledge of court procedure and practice in both Federal and State courts.

Telegraph Operator, Departmental Service.—Age, 18 years or over; men and women. Subjects of examination, first grade, practical questions, training and experience.

FIRST GRADE AND BUSINESS SUBJECTS.

Bookkeeper, Departmental Service.—Age, 18 years or over.

Subjects of examination, first grade, and practice of bookkeeping, embracing tests in journalizing and preparation of balance sheet in mercantile transactions.

Bookkeeper, Field Service.—This examination will be held only when eligibles are needed and will be announced by the district secretary in whose district the vacancy exists.

Bookkeeper, Panama Canal Service.—This examination has been discontinued. Bookkeeping is given as an optional subject in the Clerk, Panama Canal, examination.

Bookkeeper, Philippine Service.—Age, 20 to 40 years; men only. Subjects of examination, first grade, with practice of bookkeeping, embracing tests in journalizing and preparation of balance sheet in mercantile transactions, elements of auditing and disbursing, and training and experience.

Clerk, Panama Canal Service.—Age, 20 to 45 years; men only. Subjects of basis examination, first grade.

Passing the basis examination alone will not entitle a competitor to eligibility for appointment. In addition to attaining an average percentage of 70 or more in the basis subjects competitors will be required to attain eligibility on one or more of the following optional subjects: (1) Typewriting, including the typewriting tests of the examination for stenographer and typewriter, Panama Canal Service; (2) Bookkeeping, including the practical tests of the bookkeeper examination; (3) General Business Training and Experience, to be determined upon the statements made in the application and testimonials, corroborated if need be by the persons named as references. Under this subject special consideration will be given to railroad experience and to experience in government offices. In order to obtain a rating under this subject applicants must show that they have held positions requiring initiative and responsibility. (4) Timekeeping Training and Experience, to be determined upon the statements made in the application and testimonials, corroborated if need be by the persons named as references. Applicants for this optional should be quick and accurate at figures and have had at least one year's experience in timekeeping and pay-roll work, preferably on construction and engineering work where the time of a large number of men is kept. Experience with gang foreman in keeping the time of a small number of men is not considered sufficient.

For the optional subject Bookkeeping, the applicant must show that he has had experience with revenue or disbursing accounts of the United States Government, or experience with the accounts of large corporations or business concerns doing a large business.

Each applicant for the optional subject General Business Experience or Timekeeping Experience will be required to file with his application at least one and not more than three testi-

monials from recent employers under whom the experience claimed has been gained, written on business letterhead.

STENOGRAPHERS AND TYPEWRITERS.

Four Branches of Service.—Stenographer-typewriter appointments are made in four different branches of the Civil Service, as follows: Departmental, Field, Philippine, and Panama Canal.

A male eligible may be on all registers of the Civil Service Commission, except the Field Service, at the same time, and as the result of passing a single examination. For Field positions, preference is given persons examined in the city in which, or the vicinity of which, vacancy exists.

Sex and Salaries.—Both men and women are eligible for Departmental and Field Service positions; males only for the Panama Canal and Philippine Services.

Entrance salaries for stenographer-typewriter in the Departmental and Field Services are now \$1,100 and \$1,200 and higher, with chances for promotion after three months' satisfactory service.

The stenographer-typewriter entrance salary is \$1,200 for the Philippine Service and \$1,500 for the Panama Canal Service.

Three Kinds of Examinations.—There is a separate examination for stenographer, another for typewriter, and a combined examination for stenographer-typewriter.

Separate stenographer tests for the Philippines and the Panama Canal and the separate typewriter tests for the Philippines are open as re-examinations to those who have failed within a year on part of the combined examination which they seek to take again. In other words, if you take the stenographer-typewriter test, for any service, and fail in stenography or typewriting, your name will be placed on the register of eligibles for the part in which you succeeded. You can be re-examined later for the part in which you failed, and if you are successful your name will not only stay on the register as a result of your first examination, but your two averages will be combined and your name will also go on the typewriter-stenographer eligible list.

Furthermore, those who pass the stenographer-typewriter examination successfully have their names placed on the three separate registers for stenographer, for typewriter, and for stenographer-typewriter.

Subjects of Examination.—The stenographer-typewriter examination consists of spelling, arithmetic, letter writing, penmanship (all first grade), stenography, copying from rough draft, and copying from plain copy.

The typewriter examination consists of spelling, arithmetic,

letter writing, penmanship (all first grade), copying from rough draft, and copying from plain copy.

The stenographer examination consists of arithmetic, letter writing, penmanship (all first grade), stenography and copying from rough draft.

The Commission also holds tests in stenography and typewriting only; that is, without the clerical subjects; but those who pass the full examination are preferred in appointments.

Examinations Every Tuesday.—Owing to the unusual demand for stenographers and typewriters, the Civil Service Commission is now holding examinations every Tuesday in all the principal cities and towns of the United States, in order to secure a sufficient number of eligibles.

Clerk with Knowledge of Stenography or Typewriting.—Besides positions of stenographer, typewriter, and stenographer-typewriter, there is also a desirable class of positions in the Departmental Service in Washington, known as clerk with knowledge of stenography and typewriting, open to men and women over 18. A "fair knowledge of stenography and typewriting is required," but the examination also embraces first-grade subjects in spelling, arithmetic, letter writing, penmanship, and copying from rough draft. The examination is really held so as to secure persons who are qualified as clerks, but who also know stenography and typewriting. It is better to be on this eligible register than for departmental clerk, because when clerkship vacancies occur, the stenographic clerk is given preference over those who are on the list of eligibles for ordinary clerkships. Such clerks receive \$900 to \$1,200 when first appointed.

FIRST-GRADE SUBJECTS ONLY.

Clerk, Departmental Service.—Age, 18 years or over; men and women. Subjects of examination first grade. Competitors who fail to attain ratings of at least 70 in arithmetic will not be eligible for appointment and the remaining subjects of their examinations will not be considered.

Eligibles resulting from this examination will be certified for appointment in the departments and independent offices at Washington, D. C., only. The examination for these positions in the Field Service is exactly the same as for clerk departmental service, but a separate examination must be taken to secure eligibility for clerical positions in the custom house, internal revenue, or other field offices.

SECOND GRADE AND SPECIAL SUBJECTS OR EXPERIENCE.

Telephone Operator, Departmental Service.—Age, 18 years or over, but eligibles under 30 years of age may be given pref-



"The biggest financial institution in the world." Included in this Department are the Bureaus of Internal Revenue and Customs, the Federal Reserve and Farm Loan Systems, etc. A view of one of the currency vaults.



PENSION BUILDING (UPPER). POST-OFFICE (LOWER).

erence; men and women admitted. Subjects of examination second grade. The applicant must show one year's experience as an operator in a large central office, or at least two years' experience as an operator in any other branch exchange.

Field Clerk (Minor), Reclamation Service.—Age, 18 years or over; men and women. Time allowed for basis subjects, four hours. Subjects of basis examination second grade. Competitors who so request may also be examined in either or both of the optional subjects of stenography or typewriting.

Apprentice Fish Culturist, Bureau of Fisheries.—Age, 20 to 40 years; men only. Subjects of examination second grade, with training and experience. Under the subject of training and experience credit will be given for experience in practical fish culture and for high-school or college course in aquatic biology.

From the register of eligibles resulting from this examination certification will be made to fill vacancies as they may occur in the Bureau of Fisheries, Department of Commerce, in the following positions at the salaries named: Laborer, \$600 to \$900 a year; laborer, car service, \$720 a year; and skilled laborer, \$720 to \$960 a year. The usual entrance salary is \$600 a year.

SECOND GRADE SUBJECTS ONLY.

Minor Clerk.—Age, 18 years or over; men and women. Subjects of examination second grade. This is a new examination to fill minor clerical positions in Washington at \$900 a year. Higher salaries can be secured through promotion examinations.

POST-OFFICE POSITIONS.

Postmaster, First, Second, and Third Class.—Post-offices are divided into four classes according to their receipts. A first-class office is one at which the gross receipts for the preceding fiscal year have been \$40,000 or more. A second-class office is one at which the gross receipts for the fiscal year have been not less than \$8,000, but not as much as \$40,000. A third-class office is one at which the postmaster's commission from the cancellation of stamps has been not less than \$250 for four consecutive quarters (periods of three months). All other post-offices are fourth-class.

The appointment of a postmaster at an office of the first, second, or third class is required by law to be confirmed by the Senate. Until this law is changed, these postmasters cannot be, strictly speaking, placed in the classified Civil Service. But practically the same effect has been secured by an order of the Commission that hereafter when a vacancy occurs in the position of postmaster of any office of the first, second, or third

class as the result of death, resignation, removal, or on the recommendation of the First Assistant Postmaster General, approved by the Postmaster General, to the effect that the efficiency or needs of the service requires that a change shall be made, the Postmaster General shall certify the fact to the Civil Service Commission, which shall forthwith hold an open competitive examination to test the fitness of applicants to fill such vacancy, and when such examination has been held and the papers in connection therewith have been rated, the said Commission shall certify the result thereof to the Postmaster General, who shall submit to the President the name of the highest qualified eligible for appointment to fill such vacancy, unless it is established that the character or residence of such applicant disqualifies him for appointment.

The subjects of this examination are arithmetic and accounts, penmanship, letter writing, and business training and experience. Eligibles will be rated on any training or experience they have had, regardless of whether or not it has been in post-office work.

The age limits are 21 to 65, and to be eligible an applicant must be a citizen of the United States, must actually reside within the delivery of the office for which the application is made, and must have been such resident at the time the vacancy occurs.

Postmasters, Fourth Class.—The following is a statement made by the Post-Office Department: "As a result of the executive order issued some time ago by recommendation of Postmaster General Burleson, all candidates for appointment to a post-office of the fourth class paying \$180 or more per annum will be required to stand an examination conducted by the United States Civil Service Commission. Only names certified by the Commission will be considered legitimate applicants for appointment. No political influence, whatever, under the present arrangement may be considered by the Post-Office Department in making such an appointment."

The work of a fourth-class post-office is exceedingly light. Many postmasters of this class have only a couple hours' work each day, and most fourth-class offices are carried on in connection with other business.

The annual salary depends, of course, upon the amount of postal business transacted and ranges as high as \$1,000.

Fourth-class postmasters, where the compensation is \$500 or more, after serving three years, are eligible for transfer to other positions in accordance with the Civil Service rules. This makes almost unlimited opportunity for advancement to higher and more responsible positions.

An applicant for a fourth-class postmasters' examination must be a citizen of the United States; must have his domicile within

the territory supplied by the post-office for which the examination is held; must have reached his twenty-first birthday on the date of the examination, except that a woman 18 years of age shall be eligible for examination in a State where women are declared by statute of full age for all purposes at 18: Provided, That applicants at an office, the annual compensation of which is as much as \$500, shall not have reached their sixty-fourth birthday.

The examination for fourth-class postmaster consists of:—

1. Elementary arithmetic and accounts (simple tests in addition, subtraction, multiplication, and division of whole numbers and common and decimal fractions and statements of a postmaster's accounts).

2. Penmanship (the legibility, neatness, and general appearance of the competitor's handwriting in the subject of letter writing).

3. Letter writing (a letter of not less than 125 words on one of two subjects furnished).

4. Copying manuscript addresses (simple test in copying accurately addresses given).

Post-Office Clerks and Carriers.—The minimum and maximum age limits for the post-office service are 18 to 45 years, respectively. The age limits are waived, however, in the cases of persons honorably discharged from the military or naval service by reason of disability resulting from wounds or sickness incurred in the line of duty.

Male applicants must measure not less than 5 feet 4 inches in height in bare feet, and weigh not less than 125 pounds without overcoat and hat. Female applicants are not required to be of any specific height or weight.

Until recently women have not been appointed as letter carriers, but the Post-Office Department has been forced to ask women to take this examination because enough men could not be secured.

Applicants for the post-office service are required to be physically sound and in good health.

The same second grade or minor clerical examination is given for clerk and carrier. This examination consists of spelling, arithmetic, penmanship, letter writing, copying from plain copy, and reading addresses.

Clerks in first and second class post-offices and letter carriers in the city delivery service are divided into six grades, as follows: First grade, salary \$1,000; second grade, salary \$1,100; third grade, salary \$1,200; fourth grade, salary \$1,300; fifth grade, salary \$1,400; and sixth grade, salary \$1,500. In other words, the pay is \$1,000 the first year, and there is an increase of \$100 each year for five years.

Railway Mail Clerk.—For the position of railway mail clerk

a man must be at least 5 feet 5 inches in height, exclusive of boots or shoes, and must not weigh less than 130 pounds in ordinary clothing, without hat or overcoat. The age limits are 18 to 35 years. Applicant must also be in practically perfect physical condition—that is, free from physical defects.

Women are beginning to be employed as clerks in railway main terminal offices, but not yet in the mail cars.

According to the United States Civil Service Commission's latest announcement, the examination for railway mail clerk consists of the subjects of arithmetic, penmanship, letter writing, copying from plain copy, geography of the United States (all second grade), and spelling, first grade.

Salaries of railway postal clerks are graded as follows: Grade one at \$1,100; grade two at \$1,200; grade three at \$1,300; grade four at \$1,400; grade five at \$1,500; grade six at \$1,600; grade seven at \$1,700; grade eight at \$1,800; grade nine at \$1,900, and grade ten at \$2,000.

Persons who desire appointment to the position of mail weigher in the railway mail service should apply for and take the examination for railway mail clerk. Appointment to the position of sea postal clerk is usually made by transfer or promotion from the railway mail or post-office service.

Postal Clerk, Panama Canal Service.—Age, 20 to 45 years; men only. Only men who are experienced in all branches of post-office work will be admitted to this examination. Applicants must show in their applications that they have had at least one year's experience as regular clerk (not as carrier) in United States or Canal Zone post-offices, or as postmaster, or as navy mail clerk, and that they are familiar with the receipt, distribution, and dispatch of mail matter, the issuance of money orders, the registration of mail, and the preparation of the various reports required of postmasters. Entrance salaries, \$100 and \$125 a month.

Subjects of examination, first grade; also geography of the United States (second grade), reading addresses, test in noting with pen or pencil on a printed sheet of addresses differences between the printed addresses and the written addresses of which they are a copy, training and experience.

The positions of postmaster and assistant postmaster in the Canal Zone are filled by the promotion of postal clerks.

Rural Carrier.—An applicant for the rural carrier examination must be an actual citizen of the United States; must reside in the territory supplied by an office in the country for which the examination desired by him is held; must have reached his eighteenth but not his fiftieth birthday on the day of the examination, and must be in good physical condition. Women are admitted to the examination on the same basis as men.

After one year's satisfactory service rural carriers may be

transferred to the position of post-office clerk or carrier in first and second class offices, to the position of railway mail clerk or to other positions in the classified service, in accordance with Civil Service rules.

Salaries of rural carriers are based on mileage. The pay is graded from \$634 a year for routes six to eight miles up to \$1,728 for thirty-six miles. The pay of carriers who furnish and maintain their own motor vehicles and who serve routes not less than fifty miles in length may be fixed at not exceeding \$2,160 per annum.

The rural carrier examination is the same as for post-office clerk and carrier, see page 35.

PRINTING AND ENGRAVING POSITIONS.

Apprentice Plate Printer, Bureau of Engraving and Printing.—Age, 16 to 18 years; no person will be certified for appointment to the position of apprentice plate printer who has reached his eighteenth birthday; boys only admitted.

Subjects of examination, third grade, and training and experience (applicants will be given credit for any kind of previous training which would tend to qualify them for the position sought). The physical condition of applicants will be considered.

Bookbinder, Government Printing Service.—Age, 21 years or over; men only.

Subjects of examination, third grade, and training and experience.

In this examination it is desired to secure eligibles who are proficient in as many of the specialties of the bookbinding trade (i. e., forwarding, finishing, ruling, machine casemaking, edge gilding, and marbling) as possible, and in making selections preference will be given to eligibles who are qualified in most of these specialties. Applicants for bookbinder must show in their applications that they have served at least five years in the trade of bookbinding, four years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience obtained below the age of 14 years.

Electrotyper, Finisher, Government Printing Service.—Age, 21 years or over; men only. Subject of examination, third grade, with correction of proof, embracing the interpretation of proof-readers' marks, and training and experience.

Applicants must show in their applications that they have served at least five years in the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed for experience gained below the age of 14 years.

Electrotyper, Molder, Government Printing Service.—Age, 21 years or over; men only. Subjects of examination, third grade, with training and experience.

Applicants must show in their applications that they have served at least five years in the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed for experience gained below the age of 14 years.

Press Feeder (Cylinder or Platen), Government Printing Service.—Age, 18 years or over; women only. Subjects of examination, third grade; training and experience. Experience is rated as follows: For three months' experience, 50; six months, 60; nine months, 65; one year, 70; fifteen months, 75; eighteen months, 80; twenty-one months, 85; two years, 90; two and one-half years, 95; three years or more, 100 per cent. In order to secure these ratings the experience claimed must be continuous and recent. No credit is allowed for experience gained subsequent to the date of taking the educational part of the examination, and no application is accepted which does not show that the applicant has had either (1) at least three months' experience and has fed, at the rate of 1,200 sheets per hour, sheets not less than 24 by 38 inches in size on a cylinder press, or sheets not less than 14 by 17 inches in size on a platen press, or (2) at least three months' experience in packing and banding cards of approximately $3\frac{1}{4}$ by $5\frac{1}{2}$ inches, at the rate of at least 300 packets per hour.

Separate registers will be established of those with experience in feeding presses and of those with experience in packing and banding cards.

Press Feeder, Hydrographic Office, Navy Department.—Age, 21 years or over; men only. Subjects of examination, third grade; training and experience.

The applicant must show in his application that he has had at least three months' experience in press feeding and has fed sheets not less than 24 by 38 inches on a modern cylinder press at the rate of 1,200 or more sheets per hour.

Pressman, Government Printing Service.—Age, 21 years or over; men only. Subjects of examination, third grade; training and experience.

Applicants must show that they have served at least five years in the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience acquired in the operation of a platen press nor for experience obtained below the age of 14 years.

Printer, Government Printing Service.—Age, 20 years or over; men and women. Applicants must show that they have served at least five years in the trade of compositor, three

years of which have been served as apprentice, or equivalent, and at least one year as journeyman. Persons who take either the linotype or monotype optional subject must have had at least one year's experience in the operation of linotype or monotype machines, which experience may be concurrent with the compositor experience. No credit will be allowed in the examination for experience gained below the age of 14 years.

Basis subjects of examination: Spelling (first grade), Arithmetic (third grade), Letter Writing (third grade), Penmanship, Copying from Rough Draft, Abbreviations, Correcting Proof (embracing the interpretation of proofreaders' marks), Tabulating (arrangement of matter in tabular form and indication of the cast), Job Composition, Making-Up, Imposing, Bank Work, Editing and Proofreading, Jacket Writing, Estimating, and Computing. Training and Experience as Book and Newspaper Compositor. Each competitor may take any one or more of the following optional subjects: Mechanism and Operation of Linotype (practical questions), Mechanism and Operation of Monotype (practical questions), Arrangement of Work for Job Printing.

Certifications for appointment will be made (1) of eligibles having the highest rating on a certain optional subject, who have also passed on the basis subjects, and (2) of eligibles who have the highest average percentage on the basis subjects only.

It is expected that appointments will be made chiefly from the optional registers, and only in exceptional cases will certifications be made from the register resulting from the basis examinations alone.

Vacancies in compositor positions in any part of the service may be filled by certification from the printer register.

Stereotyper, Government Printing Service.—Age, 21 years or over; men only. Subjects of examination, third grade, with training and experience.

Applicants must show in their applications that they have served at least five years in the trade, three years of which must have been served as apprentice, or equivalent, and at least one year as journeyman. No credit will be allowed in the examination for experience gained below the age of 14 years.

THIRD GRADE SUBJECTS WITH TRAINING AND EXPERIENCE.

Apprentice Map Engraver, Departmental Service.—Age, 16 to 18 years; a person who is serving his apprenticeship or who is undergoing training as a map engraver will be permitted to file an application for an apprentice map engraver without

regard to the age limit, and if he becomes eligible his name will remain on the register for certification until he has completed his four years' apprenticeship or training, unless he is reached for certification and selected during that period; boys only admitted. Subjects of examination, third grade, with training and experience.

Applicants will be given credit for any kind of previous training which would tend to qualify them for the position sought. If applicants have had training bearing on map engraving, such training should be described in detail and samples of work done should be furnished, if possible, for consideration in connection with the rating of this subject.

The physical condition of applicants will be considered.

Guard, United States Penitentiary Service.—Age, 21 to 60 years; men only.

For the penitentiary at McNeil Island, Wash., applications will not be accepted from persons who are not at least 5 feet 8 inches in height and 145 pounds in weight; and for other penitentiaries from persons who are not at least 5 feet 4 inches in height and 125 pounds in weight. The commission will also reject the applications of persons whose height and weight are grossly disproportionate, other measurements being considered, those of persons who have flatfoot, and also those of persons who have other physical defects which, in the opinion of the commission, would render them unfit to perform the duties of the position. Applicants must be possessed of sound physical health, good moral character, honesty, courage and firmness. The commission will communicate with the persons named by the applicant as references and will make such other inquiry as the circumstances warrant, and will reject the applications of persons who, in the opinion of the commission, are not qualified for the position by reason of character and temperament, as indicated by the evidence at hand. Persons who use intoxicants other than for medicinal purposes will not be admitted to the examination.

The subjects of the examination, third grade, physical ability, training and experience.

Guards are employed at the three United States penitentiaries, which are situated at Fort Leavenworth, Kan.; Atlanta, Ga., and McNeil Island, Wash. Residents of the States of Washington and Oregon and the northern judicial district of California are given preference in filling vacancies occurring at McNeil Island, but for the other two the highest eligibles willing to accept appointment will be certified.

An applicant who has been or is at the time of application employed in a similar institution will be required to furnish the name and address of the officer in charge of such institution, who will be communicated with concerning the appli-

*

cant's fitness for employment as a guard in a United States penitentiary.

General Mechanic, Departmental Service.—Age, 20 years or over; men only.

Subjects of examination, third grade, with training and experience.

It is desired to secure eligibles who are capable carpenters or cabinetmakers, and who in addition have had experience in as many other lines as possible, such as painting, plumbing, electric work, operation of pumps and motors, and the care of steam-heating plants. The higher ratings on training and experience will be given to those who show the widest range of experience.

THIRD GRADE SUBJECTS ONLY.

Subclerical, Departmental Service.—Age, 18 years or over, except that in making certifications for filling vacancies in the position of watchman the following age limits will be observed: Department of Labor, 20 to 40 years; Department of Agriculture, 25 years or over; Post Office Department, 30 to 50 years; Bureau of Engraving and Printing, 25 to 40 years; Government Printing Office, 25 years or over; Smithsonian Institution, 21 to 40 years; Office of Panama Canal, 20 to 50 years; other branches, 20 years or over. Men only admitted.

No person will be admitted to the examination who has any of the physical defects mentioned on page 23, or who has flatfoot or hernia (rupture), or who is not able-bodied and physically capable of performing manual labor.

Positions of messenger, skilled laborer (male), and watchman will be filled from this examination. The term "skilled laborer" as here used is not intended to embrace the mechanical trades, which are commonly referred to as being skilled labor. In the present meaning, a skilled laborer is one whose duties are general or miscellaneous, below the clerical and minor clerical grades and above the grade of mere manual laborer. Subjects of examination, third grade, with training and experience.

For experience the highest ratings will be given to those who have been engaged for three years or more in the following or similar occupations: Soldier, sailor, marine, policeman, guard, street-car conductor, elevator conductor, electrician, machinist, engineer, fireman, carpenter, motorman, plumber, etc. Lower ratings for experience will be given to those who have been engaged as constable, town marshal, trainman, brakeman, etc.

Certain skilled laborer positions filled from this register require persons of considerable physical strength, and persons

who attain eligibility in the examination will, if practicable, be given a strength test later, and if they pass this test satisfactorily their names will be entered upon the special register for the filling of this class of positions. This test consists in shouldering and carrying a mail sack and contents weighing 125 pounds.

Certain other skilled laborer positions require ability in one or another of the mechanical trades. Applicants who have experience in any mechanical trade or trades should state such experience fully in their applications. Upon their statement they will be given a rating separate from their rating in the regular subclerical examination.

Skilled Laborer (Female), Departmental Service.—Age, 18 to 35 years. Minimum height, 4 feet 10½ inches, without shoes. vision must be normal in each eye, or rendered so by lenses. From this examination certifications will be made to fill vacancies as they may occur in the positions of printer's assistant in the Bureau of Engraving and Printing and skilled laborer (female), in the Government Printing Office. No person will be certified to the Bureau of Engraving and Printing who is less than five feet in height, without shoes, or who was on the date of the examination less than 20 years of age. This Examination is held only at Washington, D. C.

Printer's Assistant, Bureau of Engraving and Printing.—This position will be filled as a result of the skilled-laborer (female) examination, and persons desiring appointments to this position should apply for that examination.

Messenger Boy and Messenger Girl, Departmental Service.—Age, 14 to 18 years.

For positions in the departments at Washington this examination is held only at and near Washington. The salary of the position is \$30 to \$40 a month, and it is not advisable to have persons who reside at a distance from Washington apply for the examination.

While there are no height or weight requirements for messenger boys, eligibles whose weight is grossly disproportionate to their age may not be appointed to positions whose duties are such that unusual weight would interfere with their proper performance.

For local services outside the District of Columbia the examination is held in the city or vicinity in which a vacancy exists.

The examination consists of the third grade subjects described on page 27.

Scientific, Technical, and Engineering Examinations.

The Civil Service Commission holds hundreds of tests of a very technical character to secure for the Government architects, engineers of all kinds, chemists, scientists, Patent Office examiners, draftsmen, and many others. Lack of space prevents the giving of any details concerning these examinations, but those who have special qualifications by reasons of technical education or experience can obtain further information from the Commission or elsewhere.

Eligibility and Appointment.

Period of Eligibility.—Except for the Philippine Service, the period of eligibility on all registers for original appointment is one year from the date of entering the name on the register, which entry is made as soon as practicable after the rating of the papers. The period of eligibility on registers for the Philippine Service is two years.

Certifications.—Until requested to certify names for filling it, the commission has no information in regard to any vacancy which may exist in any branch of the service. Whenever an appointing officer desires to fill a vacancy by original appointment he makes requisition upon the Commission for a certification of eligibles, specifying the kind of position, the sex desired, and the salary. Upon receipt of such requisition the commission takes from the proper register of eligibles the names of the THREE persons standing highest of the sex called for, who indicate in their examination papers that they are willing to accept the salary of the position to be filled, and certifies them to the appointing officer, who is required to make selection. The appointing officer may select any one of the three names. The two remaining names are returned to the register to await further certification.

There are also many special rules as to certification,

but the details are too complicated for our purposes, and the whole subject is of little importance at a time like this, when there are positions waiting for all who can pass the examinations.

Preference in Appointment.—Section 1754 of the Revised Statutes provides that persons honorably discharged from the military or naval service by reason of disability resulting from wounds or sickness incurred in the line of duty shall be preferred for appointments to the civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such offices. A person who has been allowed preference by the Commission has the following advantages: (a) He is released from all age limitations; (b) he has to attain an average percentage of only 65 to be eligible, while for all others the average percentage required is 70; (c) having attained an average percentage of 65, his name is placed upon the register above, and is certified before, those of persons who have not been allowed preference; and (d) he is released from the law and rules relating to apportionment of appointments, but he cannot be certified for appointment to apportioned positions until he has furnished evidence of residence and domicile, as required by law. If on the same register the names of more than one preference claimant appear, the name of the claimant having the highest average percentage will, of course, head the list.

Persons entitled to preference under this section are not released from any requirement as to physical condition or from any other requirement of the examination for which application is made, except those specifically mentioned in the preceding paragraph.

Preference under this section does not apply to promotion examinations or to examinations for the Philippine Service.



Previous employment in the Government service does not entitle an eligible to preference in appointment.

Rating of Examination Papers.

Method of Rating.—The following method is observed by the Commission in rating examination papers:

After an examination is held the papers are arranged by sheets or subjects and are forwarded under seal to the Commission. When they are reached in the order of rating, they are distributed by sheets to the examiners, Examiner A being given all of Sheets 1, Examiner B all of Sheets 2, Examiner C all of Sheets 3, and so on, the sheets being distributed to as many examiners as there are subjects in the particular examination to be rated. After the papers are rated in the first instance they are redistributed, and the first rating is reviewed by other examiners. When all of the papers of an examination have been rated and reviewed, those of each competitor are then for the first time assembled or brought together, his average percentage is ascertained, the declaration envelope is opened, and the declaration sheet to which he has signed his name is attached to his examination papers. The identity of the competitor, therefore, is not disclosed until his papers have been rated and reviewed and his average percentage determined. As the charges for specific errors are all fixed by the rules for rating, and as each subject is rated by one examiner and reviewed by another, it will be seen that absolute impartiality, accuracy, and uniformity are secured in the work.

In determining the rating due the competitor for his answers to the questions given to him in the examination room, the examiners must be guided solely by the work before them. Under the Commission's system

there is no possibility that the rating may be affected by other considerations.

A notice of ratings will be sent to each person examined as soon as practicable after an examination, whether such person passes or fails to pass.

Times and Places of Examinations.

It was for many years before the war the practice of the Commission to hold examinations for the Departmental Service twice a year, in the Spring and in the Fall. Examinations for the Field Service were held during different months in the several Civil Service districts, so that the work of grading papers would be distributed throughout the year. There were also several hundred specially announced examinations each year.

There have been very important changes in the dates for the Field Service, and the regular Departmental examination schedules have been abandoned. Some tests, as for stenographers, are held every week, but the great majority are called on rather short notice and at frequent intervals.

Is Preparation for an Examination Necessary?

Our investigation has shown us that the United States Government needs thousands of additional Civil Service employees at the present time, and that this need is likely to continue for an indefinite time. We have also seen that the Government pays its employees well, surrounds them with the very best working conditions, and is very liberal in the matter of paid vacations and sick leave. Our classification of the different kinds of examinations has shown that there is room and need for persons with almost every kind of education, qualifications and experience.

We will now consider the examinations from the personal viewpoint of the man or woman who has decided to enter the Government service, and the first question naturally occurring is, How can an appointment be secured? This has already been answered in a general way. You must pass an examination.

However, before taking any Civil Service examination, certain preparation or coaching is advisable.

The preparation which we advise before being examined does not, however, require very much time or work. In the first place, we would not advise anyone to attempt an examination which requires a higher grade education than the applicant possesses. The description of the several grades will be found on page 26. We shall not attempt to say what grade you should have finished in school to make you competent to pass a first-grade Civil Service examination. But we will say with a great deal of assurance that you are in danger of underestimating your own ability. It is perfectly safe to attempt an examination of as high a grade as you could have passed when you were just out of school and fresh from your studies. We say that because we know that it is easy for a Civil Service school to take a student who needs brushing up and very quickly "rub off the rust."

The following quotation from the Civil Service Record covers the ground as well as anything we have seen:

"Everyone needs coaching for a Civil Service examination if they wish to receive an early appointment. Those persons who pass with the highest average are the first ones appointed, and a high grade is almost impossible unless one has been thoroughly prepared.

"There are numbers of questions arising in a Civil Service examination which cannot be learned from text books. The personal coaching of a person experienced in Civil Service methods is essential in order to correctly answer these questions.

“Most persons who take Civil Service examinations have been out of school for several years. They are bound to be ‘rusty’ and to need ‘brushing up.’ The only way to do this is to secure the services of some reliable school whose faculty is composed of men and women who are experienced in the work.

“It is sometimes more important that you answer the question in the proper manner than to give the correct answer. Here again will be found urgent need of personal coaching. These technicalities go a long way toward the making up of an examination, and those who are not familiar with the details cannot expect to be successful in securing a Government position.

“To study just the subjects that are necessary and to review that which has been forgotten since leaving school should be undertaken by a candidate before attempting to be examined by the Civil Service Commission.

“Much of the excitement and nervousness at the time of examination would be lessened had the applicant been previously instructed how to avoid the errors into which even very well educated persons fall when being examined for a Government position.”

What Is the Best Preparation?

If our readers are going to follow our advice and make proper preparation for an examination, it behooves us to give such advice as we can about how to prepare.

Individual study will accomplish little, and much general study be of no avail. Whereas, less study if well directed, will provide all that is needed to enable one to pass with high grades, by which speedy appointment is assured.

This is where a course of study—mapped out by some school which makes a specialty of coaching for Civil



PATENT OFFICE (UPPER). NATIONAL MUSEUM (LOWER).



BUREAU OF ENGRAVING AND PRINTING (UPPER). GOVERNMENT PRINTING OFFICE (LOWER).

Service—will greatly benefit an aspirant to a Government appointment.' Having condensed the necessary and eliminated from its course the unnecessary knowledge, a school can give better training than can be obtained by studying alone.

Most of the people in the United States have learned that correspondence instruction is not only entirely practical, but that it offers many advantages in some cases over instruction in residence schools. This is particularly true of coaching for a Civil Service examination. It is plain to any one who gives the matter a little thought that the best way to prepare for a written examination is by a system of instruction that is as near like the final test as possible. That is just the kind of instruction that correspondence schools give.

The more general advantages of correspondence instruction are that coaching by mail is, in the great majority of cases, the only kind of instruction available to persons who are employed during the day. But even where night schools are available, or where the candidate has time to attend day school, the cost of a correspondence course is less.

It takes less time to study by mail than in a resident school, as no time is wasted in traveling back and forth and every spare minute can be utilized at any time of day, while in a resident school the student must conform to the regular school hours.

In a course by mail each student is a class by himself. He can study as fast as he is able or take as much time as is necessary. He is not hurried or hindered by the other members of a large class.

One of the greatest advantages, however, is that the coaching of each student is individual. It is plain that in a large class the needs of all the students are not the same, but it is only through specialized coaching that each student can receive exactly the instruction that he

needs. If he is rusty in some branch, special attention is given to that subject, and he does not waste his time on subjects with which he is more familiar. In resident work, the class can go no faster on any subject than the most backward students are able to proceed.

A Civil Service school located in Washington, D. C., seems to be in a better position to help its students than schools located elsewhere. No extended discussion of this point seems necessary. Washington is the headquarters for all the Government work; for the Civil Service Commission and all the great Government departments.

We Coach Men and Women For Civil Service Examination and Quick Appointment

The quickest way to get a Civil Service Position is by taking our short coaching course by mail. Coaching is as necessary to obtain a high Civil Service rating—and therefore a quick appointment—as training is for the soldier. Not that Civil Service examinations are hard, any more than training a soldier is difficult. But there are certain things that everyone must understand—and these things can only be learned quickly through those who already know.

Read our
Offer
on next
Page

The best educated person in the world may fail in the simplest kind of Civil Service examination test unless he knows just how to proceed. On the other hand, a man or woman with only an ordinary education, if properly coached, should have no trouble at all.

Our coaching course is the result of years of experience and study of Civil Service requirements. It is simple, and easy to follow. Yet it is the most important thing you need for passing a Civil Service examination. Armed with the preparation we give you, and with the enormous demands of the Government for Civil Service help, you will, in almost no time at all, be able to realize one of the finest ambitions a man or woman can have—a *lifetime job, good pay, easy hours, vacations with pay, promotions and CONTENTMENT.*

The best investment you can make is in our short home-study coaching course—and the best time to take this course is NOW.

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must be kept filled under the Civil Service System. New positions are being created and additional appointments made more rapidly than ever in the country's history. They are permanent, to help carry on the enlarged Government activities after the war. Additional help is needed in practically every Government Department—in Washington, and throughout the United States, Panama, the Phillipines, etc., where Government offices and branches are located.

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We give you a GUARANTY BOND. (See illustration next page). It protects you absolutely. If under its simple conditions you should for any reason fail to pass the Civil Service examination; or, after having passed, fail to receive an offer of a Government position within a given time, *we will refund you every cent you have paid us for our coaching course.* You shall not lose a penny.



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I have accepted your Payment Plan _____, and enclose \$_____ by _____.

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This application is subject to my acceptance of the terms of your Guaranty Bond, or its return within five days with request for the refund of my remittance. Further question blank and information are to be sent me.

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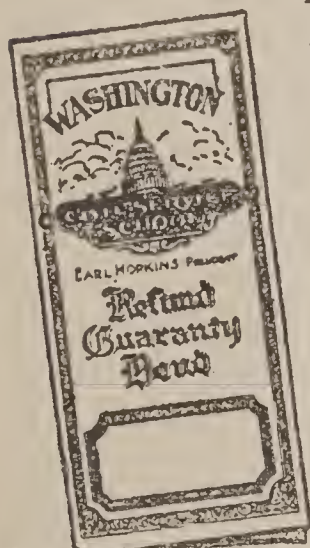
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WOMEN: Send for our free book, “Opportunities for Women in Government Civil Service.”

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Minor Clerk (M and W)		Stenographer and Typist (M and W)		Immigration Inspector (M)		Skilled Labor (M and W)	
Rural Mail Carrier (M and W)		Typist (M and W)		Postmaster (M and W)			



“M” means positions for men only. “M and W” means positions for both men and women.
Put name of any examination wanted in blank space, if not listed.

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